

1 copy to be returned to Committee
1 copy to be retained by Hirer.
Charity No. 1040249

Please read carefully the additional special conditions of hire during COVID-19 and complete the attached Covid-19 Risk Assessment

ST. MARY'S BAY VILLAGE HALL

Jefferstone Lane, St. Mary's Bay, Romney Marsh, Kent. TN29 0SW

VILLAGE HALL HIRING AGREEMENT

- 1) Name and address
- 2) Date and Times:
- 3) The rental of the Village Hall varies according to the room booked, and the occasion, to be agreed with the letting officer. All unauthorized use will be charged.
This includes heating and electricity costs and use of all amenities. A £60 cash deposit in the form of a returnable cheque is required for single bookings when confirmed that hall has been left in reasonable condition, with no damage or breakages. (Main Hall only and not applicable to children's parties) In the event of accident, either personal or property, it must first be recorded in the Accident Book, located on top of the cupboard in the Main Kitchen, and reported to the Committee immediately. Whilst the main hall is in use, the automatic doors should be set on open or auto, and at no time remain locked.
- 4) Hirers are asked to acquaint themselves with operational procedures regarding all appliances, e.g. Electrics, music and fire extinguishers etc. To observe fire drill and evacuation to the Assembly Point on the lawn on the corner of Jefferstone Lane and Maple Drive, and that fire doors and exits are never blocked at any time.
- 5) First Aid Boxes are to be found on the top of each kitchen cupboard in a green marked with a white X.
- 6) An emergency telephone is to be found in the cloakroom off the main foyer. This is for 999 calls only. Nearest Public telephone is situated at the corner of Jefferstone Lane and Dymchurch Road.
- 7) The hall has a license for alcohol in conjunction with the Bailiffs Sergeant. NO DRUGS.

- 8) Do not exceed the permitted number of persons to each hall, particularly in the kitchens. Do not carry boilers over to the sink to empty them. Empty them first by the tap into a smaller receptacle then into sink. Boot Fair Hirers should not use the main foyer for stalls
- 9) The Hirer shall ensure that any electrical appliances brought on to the premises and used there shall be safe and in good working order and used in a safe manner.
- 10) No advertising literature, decorations or sellotape to be allowed to be attached to any part of the walls. Candles or equipment with flame is not permitted in the hall.
- 11) Patrons are asked to observe that there is to be no music after 10.30 pm on a weekday, or beyond 11.00pm on a Saturday without prior permission from the Committee, with the exception of New Year's Eve, and when leaving the area of the hall, to do so in a quiet and considerate manner.
- 12) Please ensure that chairs are stacked in an upright position, all the chairs being of the same type. These stacks are extremely heavy, so when removing them to the end of the hall, be sure to use the trolley for this purpose which is housed in the store-room.
- 13) Hirer's must ensure that all types of music played during the hired period must be covered by PRS and PPL regulations.
- 14) **At this moment Bouncy Castles are not permitted to be allowed to be used on the village hall premises but when they are then BOUNCY CASTLES SHOULD NOT EXCEED 10ft IN HEIGHT ANY CARRY THE APPRECIATE CERTIFICATE** – If hired in, its use is to be controlled by the Policyholder with an adult representative to act in supervisory capacity at all times, and should be clear of all fixtures and fittings.
- 15) This hall is a no smoking area and this policy must be adhered to (to comply with the prohibition of smoking in public places Act). The hirer is responsible for seeing that cigarette butts are removed from outside the premises and ash cans are used where provided. All rubbish must be removed from the premises.
- 16) The Committee will not be responsible for any loss or damage to articles or clothing left in the hall, or loss or damage to any vehicle left in the car-park
- 17) The committee reserves the right to cancel hiring's in the event of the hall being required for use as a Polling Station for Parliamentary or Local Government election or bye-election. In which case the Hirer shall be entitled to refund of monies paid.

18) If the Hirer wishes to cancel the booking before the date of the event and the Committee is unable to conclude a replacement booking, the question of payment or the repayment of the fee shall be at the discretion of the Committee.

19) This form with deposit is regarded as confirmation of booking. Please sign and date both copies, and return one to the letting officer as soon as possible, and retain the other for your own keeping.

20) You are unable to transmit, watch, record or download, programmes on Iplayer on any device, in the Village Hall without a TV licence.

21) No person under 18 years of age may hire or sign this agreement, and by signing the agreement, you agree for your details to be held on the St. Mary's Bay Village Hall data base, unless advised in writing otherwise.

My/Our attention has been brought to the attached Special Conditions of Hire during COVID-19.

Signed Hirer

Date

Signed.....Committee Representative

Date